



Did you know?

ERISA AND SOCIAL SECURITY CASES HAVE RESTRICTED ACCESS

If you are a registered attorney on one of these types of actions, you will receive an NEF on all non-sealed filings. In order to view a document, the system will need to verify that you are an attorney of record on the case, so the following steps will apply:

- ▶ Click on the hyperlink provided by the NEF
- ▶ Enter your ECF login and password when prompted
(Note - the top of the page will display, ECF/PACER login)
- ▶ Enter your PACER login and password when prompted
(Note - the top of the page will display PACER login)
- ▶ Both logins will verify that you are an attorney of record on the case and should have access to view the document.
- ▶ PACER will display charge information, however, you will not be charged on your PACER account.

MANDATORY ELECTRONIC CIVIL CASE OPENING

As of March 1, 2006, the credit card module was added to CM-ECF. As of January 1, 2006, mandatory electronic filing was implement in this district with the exception of civil case opening. Now that credit card module is available all civil cases should be filed electronically. A Computer Based Training as well as a civil case opening user guide is available on the Court's website www.ncwd.uscourts.gov under the category ECF Website.

TOP TEN ELECTRONIC CIVIL CASE OPENING ERRORS

- ▶ SELECTION OF WRONG DIVISION
- ▶ SELECTION OF WRONG CASE TYPE - CV - MC
- ▶ FAILURE TO ASSOCIATE ATTORNEY WITH PARTY REPRESENTED
- ▶ DUPLICATION OF CREDIT CARD PAYMENTS DUE TO MISUSE OF "BROWSER BACK BUTTON"

- ▶ DUPLICATE CASE NUMBERS ASSIGNED DUE TO STARTING THE PROCESS OVER TO CORRECT A MISTAKE AFTER THE CASE HAS BEEN ASSIGNED A NUMBER
- ▶ SELECTION OF WRONG PARTY TYPE, SUCH AS PLAINTIFF, DEFENDANT
- ▶ FAILURE TO COMPLETE ADDING PARTIES TO THE DOCKET DUE TO ENDING THE PARTY SELECTION PROCESS TOO EARLY
- ▶ FAILURE TO DOCKET THE LEAD EVENT, SUCH AS COMPLAINT OR NOTICE OF REMOVAL
- ▶ DOCKETING OF ATTACHMENTS TO COMPLAINT OR NOTICE OF REMOVAL AS SEPARATE EVENTS
- ▶ FAILURE TO DOCKET ALL CASE OPENING DOCUMENTS AT THE TIME THE CASE IS OPENED WHICH RESULTS IN AN ERROR IN ASSIGNING A PRESIDER, SUCH AS A MOTION FOR TRO OR PRELIMINARY INJUNCTION, REFUSAL TO CONSENT TO MAGISTRATE JURISDICTION, ETC.

CERTIFICATE OF SERVICE OF DOCUMENTS

Certificate of service of documents should not be filed separately, but should be attached to the document being served. The certificate of service event can be used separately in the event a certificate was omitted at the time the document was initially filed.

FILING OF DOCUMENTS WITH MULTIPLE ATTACHMENTS

The preferred method for filing documents with multiple attachments is to file a response or motion with the memorandum and exhibits attached to the initial document or main document, such as

Description		
Part		
1	Main Document	2 pages
2	Memo of Law	32 pages
3	Exhibit 1	6 pages
4	Att A to Exhibit 1	1 page
5	Att B to Exhibit 1	2 pages
6	Exhibit 2	3 pages

SUBMISSION OF CONSENT ORDER OR CONSENT JUDGMENTS

The Administrative Procedures Governing The Filing And Service By Electronic Means sets out the method for submission of consent orders to the court. (See II. Electronic Filing and Service of Documents, Section C.3. Multiple Attorney Signatures. The filing attorney should submit the document in WordPerfect or Rich Text format using Cyberclerk. Each consenting attorney's signature should be affixed using the "s/ (attorney name)."

CONSENT OR REFUSAL TO MAGISTRATE JUDGE JURISDICTION - CIVIL CASES

The consent or refusal to magistrate judge jurisdiction dictionary event will not send the filing party an NEF to assure confidentiality of the party's decision. The docket event has been modified to display a reminder that an NEF will not be received as well as the requirement to serve this document conventionally on all parties to the action.

PRO HAC VICE MOTIONS

The credit card module has been added for filing of motions pro hac vice. The motions should be filed separately by each attorney requesting admission pro hac vice. The docket event will require a credit card payment of the \$100.00 admission fee.

PERSONAL IDENTIFIERS WITHIN DOCUMENTS

Personal identifiers should be omitted from documents filed with the court. Refer to the Administrative Procedures, II. Electronic Filing And Service of Documents, I. Privacy. This section of the Administrative Procedures sets out the correct format for submission of redacted documents to the court.

NEW DICTIONARY EVENTS

Category - CIVIL

New Event

Responses, replies & Memo

Objection to Magistrate Judge Decision
FRCP 72(a)

Complaint and other
initiating documents

Petition for Writ of Mandamus

Category - CRIMINAL

New Event

Other Documents

Miscellaneous Filing